



## Department of Commerce

### **Request for Approval to Provide Temporary Housing**

**Disaster: WA Wildfires 2016**

Date of Request

Project Name

Name of Owner Requesting

HTF Contract number

Due to the devastation to housing caused by the disaster identified above, the Washington State Department of Commerce/Housing Trust Fund (HTF) is exercising its authority to temporarily suspend certain requirements for HTF projects serving households dislocated from their homes by the mudslide.

I request the HTF's approval for relief of certain requirements for the above named property, and state the following:

1. I intend to rent vacant units temporarily to individuals displaced because of damage to or devastation of their home resulting from the above-referenced disaster, and who resided in \_\_\_\_\_ County(ies).
2. A certification attesting to their displacement shall be executed by all adult members of each assisted household.
3. The date the household began temporary occupancy and the date the development will discontinue providing temporary housing shall be certified in the household file by execution of a Displaced Household Certification form.
4. Resident files for each assisted household shall be retained by the owner as part of tenant documentation for at least 7 years.
5. Rent for the low-income units leased to displaced households shall not exceed 80% of the County's Area Median Income.
6. The status of a vacant unit that becomes temporarily occupied by a displaced household remains the same as the unit's status before the displaced household moved in.

7. Existing tenants in occupied low-income units shall not be evicted or have their tenancy terminated as a result of efforts to provide temporary housing for displaced households; and units offered to displaced households must be vacant at the time of application. I understand that if there are any waiting lists or pending applications for units, these units will not be offered to displaced households.
8. I will ensure that displaced household's leases are structured to terminate on or before February 29, 2017. I understand that a lease may be extended for a period ending not later than August 31, 2017 at which time this certification expires. Prior to extension of a lease past February 29, 2017 a third party income certification must be completed and must verify that the household is within 80% of AMI for the applicable county.
9. Displaced households that wish to permanently reside in a HTF property after August 31, 2017 must be income certified as a new move-in, in compliance with the HTF Contract's income and rent limits, which may be less than 80% of AMI, and they must execute a new lease with a minimum six month term.

Requested by:

**Owner Signature**

**Printed Name of Owner**

**Date**

\_\_\_\_\_

Approved by:

\_\_\_\_\_  
Corina Grigoras, Managing Director

\_\_\_\_\_  
Date

Housing Finance Unit

Washington State Department of Commerce